

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
CLERK TYPIST – 2 positions

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: WESTCONNect Office
Danbury, CT - Midtown Campus

Salary: \$17.06 per hour

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.*

Job Posting No: 108920

Closing Date: Friday, July 11, 2014.

The WESTCONNect Office manages all physical door access and security systems at the University as well as all programs related to the ID card. The Clerk Typist processes new students, employees and other members of the university community, producing identification cards and providing information and issuance of access mediums (keys, codes, etc.), as required. Greets and directs visitors, answers phone inquiries, and performs record-keeping and other related duties. Outstanding customer service skills are a must. Familiarity with computer systems and/or databases required. Proficiency in Microsoft Excel is preferred. Overtime is required during busy periods, typically at the beginning of each semester. *Overtime will be required during busy periods, typically for a two week period at the beginning of each Fall & Spring semester.

MINIMUM QUALIFICATIONS REQUIRED: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

GENERAL EXPERIENCE: Six (6) months as a Typist or its equivalent.

SUBSTITUTION ALLOWED: Graduation from high school with coursework in typing.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Prospective candidates must apply by emailing a cover letter, which includes the contact information of three (3) current professional references and a resume to Peggy Boyle, Assistant Director of Human Resources - Recruitment. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference: Your Last Name - Clerk Typist. Do not submit the state application. Application materials are due no later than: **Friday, July 11, 2014. Late applications or application materials not submitted as specified above will not be accepted.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.